



**LEARN**

**AND**

**GROW**



## Welcome

SGSCC (St George & Sutherland Community College) was established as a Registered Training Organisation (RTO-7091) in 1995. As a leading training organisation, with a reputation for excellence in Vocational Education, we offer a large range of Nationally Recognised Qualifications from Certificate Level 1 to Advanced Diploma. Our industry links and pathways provide students with 'the edge' to further education and employment outcomes. 92% of SGSCC students successfully gain employment during or once they have completed their course.

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## What you need to know

### STUDENT INTAKE DATES

Student intakes for Vocational Courses are monthly at SGSCC. Please call for the next intake dates.

#### Term 4 Intakes

October Intake: Tuesday  
25th September

November Intake: Tuesday  
30th October

All new students are required to attend a 2 hour college orientation before joining their class.

### CLASS SESSIONS

#### Daytime Classes, Night-time Classes and Saturday Classes

Please refer to the individual timetables for course duration.

Small class sizes and one Trainer for the duration of your course.

### STUDY OPTIONS

#### Classroom Based, Flexible Workbased Delivery, Traineeships and Distant

Please refer to the individual timetables for the study options.

### PRICING & PAYMENTS

#### Computers & Technology

Please refer to pages 23-25 for individual course prices. Please note there are no discounts on Computer Courses.

#### Vocational Courses

Interest free payment plans are available for all accredited courses. Students are required to pay monthly if on a payment plan.

### SMART & SKILLED

SGSCC is an approved Smart & Skilled provider. This training is subsidised by the NSW Government. Under Smart & Skilled the NSW Government contributes to the cost of each course with the student paying the balance. Please call to receive your Smart & Skilled fee based on your personal circumstance. For eligibility and course information please refer to [workskills.sgsc.edu.au](http://workskills.sgsc.edu.au) and [www.smartandskilled.nsw.gov.au](http://www.smartandskilled.nsw.gov.au)

### LOCATION – JANNALI

**Free** onsite parking  
**8 minute** walk from  
Jannali Station

**15 minute** walk from  
Sutherland Station

Set on 2 acres so you can  
enjoy the outdoor areas in  
your breaks

**On site** coffee cart

# In Focus

## HLT33115 Certificate III in Health Services Assistance

- The skills and knowledge to attend to the personal care needs of your clients
- Working within the health system- hospital, doctor, physio, surgeries
- Develop the skills and knowledge to assist health professionals to care for clients



## CHC30113 Certificate III in Early Childhood Education and Care

- Interested in developing skills to provide care for babies and young children?
- Gain the skills to work in a team to provide support for the wellbeing, learning and development of children
- Gain the skills and knowledge required to support the implementation of an approved learning framework



## CHC42015 Certificate IV in Community Services

- Interested in providing support or interventions as well as other person centred services to individuals, groups and communities?
- Workers may be required to supervise and lead other workers in teams or projects
- Work may take place in a range of community service, case work or case management contexts



## CHC40213 Certificate IV in Education Support

- Develop the skills to work as a Teachers' Aide and provide support to teachers and children
- Your first step into the education industry working with tomorrow's future
- Work around your family, work in school hours & have school holidays off



## CHC62015 Advanced Diploma of Community Sector Management

- Are you seeking a promotion in the community services industry or upskilling to secure a new role in a growing industry?
- Use your knowledge to provide quality person centred services
- Be involved in the expansion of community organisations





## Childhood Education

**CAREER OPPORTUNITIES** – Family Daycare Educator, Early Childhood Educator, Room Leader, Director of a Childcare Centre, Education Support Worker, Teachers Aide

Course	Duration (Months)	Study Options	Onsite Days	Onsite Times	Work Placement Hours (minimum)
CHC30113 Certificate III in Early Childhood Education and Care	9	C, T	M - T	9:30am – 3pm	120
CHC40213 Certificate IV in Education Support	6	C, T	W – F	9:30am – 3pm	100

Available under Smart & Skilled

KEY: Study Options – C = Classroom, F = Flexible Work Based, T = Traineeships

### WORK PLACEMENT:

All Childhood Education and Community Service courses include volunteer work placement. This is organised by your Trainer and hours are set by your employer, which include 8 hour shifts.



# Community Services

**CAREER OPPORTUNITIES** – Residential Careworker, Homecare Assistant, Community Education Worker, Family Support Worker, Personal Care Worker, Care Supervisor, Community Program Coordinator, Senior Youth Worker, Community Education Manager, Community Development Manager



Course	Duration (Months)	Study Options	Onsite Days	Onsite Times	Work Placement Hours (minimum)
HLT33115 Certificate III in Health Services Assistance	12	C	M – T	9:00am – 4:30pm	80
CHC33015 Certificate III in Individual Support	6	C, T	W – F	9:30am – 3pm	120
CHC42015 Certificate IV in Community Services	9	C, F, T	W - TH	9:30am – 3pm	120
^CHC62015 Advanced Diploma of Community Sector Management	12	C, F	S	9:30am – 4pm	NA

Available under Smart & Skilled

^ Must be working in the industry to enrol in the CHC62015 Advanced Diploma of Community Sector Management

KEY: Study Options – C = Classroom, F = Flexible Work Based, T = Traineeships

## NEW COURSES – Expression of Interest

**For further information or to join the wait list call 8543 7412**

### First Aid Training

- We deliver HLTAID003 & HLTAID004 on the 1st Saturday of every month at Jannali
- We deliver HLTAID001 on the 1st Monday evening of every month at Jannali
- We can deliver to any group of 15+ people on our site or yours
- You will be required to complete the pre course work prior to attending the First Aid Training (This will take approx. 3-4 hours)

Course	Price	Duration
HLTAID001 Provide cardiopulmonary resuscitation	\$60	3 hours
HLTAID003 Provide First Aid	\$130	5.5 hours
HLTAID004 Provide an emergency first aid response in an education and care setting	\$150	8 hours



## Business & Management

**CAREER OPPORTUNITIES** – Data Entry Operator, Office Assistant, Owner Operator, Small Business Manager, Sales Team Manager, Frontline Sales Manager, Administration Officer, Personal Assistant, Executive Officer, Project Coordinator, Office Manager, Business Development Manager



Course	Duration (Months)	Study Options	Days Onsite	Onsite Times
ICT20115 Certificate II in Information, Digital Media and Technology	6	C, T	T	9:30am – 2:30pm
BSB42615 Certificate IV in New Small Business	12	C, F, T	T	6pm – 9pm
BSB51915 Diploma of Leadership and Management	12	C, F, T	S	9:30am – 4pm

Available under Smart & Skilled

KEY: Study Options – C = Classroom, F = Flexible Work Based, T = Traineeships

### TECH SAVVY SMALL BUSINESS – Fully subsidised training by the NSW Government

Do you own or work within a small business (20 employees or less, or an annual turnover of less than \$2,000,000). Tech Savvy Small Business aims to support small business owners and their staff by providing fully subsidised accredited training. Choose from any of the following units which can be done by distance with the support of a mentor and a closed Facebook group for additional support.

BSBADM406 – Organise Business Travel	BSBADM405 – Organise meetings
BSBLDR404 – Lead a diverse workforce	BSBSMB404 – Undertake small business planning
BSBSMB401 – Establish legal and risk management requirements of small business	BSBPMG522 – Undertake project work
BSBMKG507 – Interpret market trends & developments	ICTICT203 – Operate application software packages
BSBSMB403 – Market the small business	BSBMKG413 – Promote products and services
BSBREL402 – Build client relationships and business networks	BSBSMB407 – Manage a small team
BSBSMB406 – Manage small business finances	BSBITU203 – Communicate electronically
ICTWEB201 – Use social media tools for collaboration and engagement	

Call us today to see how you can secure your spot- 02 8543 7412 or email [kglatz@sgscc.edu.au](mailto:kglatz@sgscc.edu.au)

# NEW COURSE – TAE40116 Certificate IV in Training and Assessment

**ENROL NOW** – Starting Saturday 20th October



Course	Duration (Months)	Study Options	Location	Onsite Days	Onsite Times
TAE40116 Certificate IV in Training and Assessment	9	C	Jannali	Saturday	9:30am-4pm

KEY: C = Classroom

Available under Smart & Skilled

**Students can enrol at the beginning of each cluster**

**Cluster 1** - Learning Design, **Cluster 2** - Learning Delivery, **Cluster 3** - Assessment

This qualification reflects the roles of individuals delivering training and assessment services in the Vocational Education and Training (VET) sector.

## Entry Requirements:

- Those entering this program must be able to demonstrate vocational competency in their proposed training and assessing area. Vocational competency is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification.
  - » You will need to provide proof of your vocational competency on enrolment e.g. a copy of your qualification and transcript
- Access to computer, Facebook account and internet
- Effective Language, Literacy and Numeracy skills to plan, research and write a range of documentation and present information

## Do you want the TAE40116 and already have the TAE40110?

### This is what you need to do:

- Provide your TAE40110 certificate and transcript**
- Provide your transcript for or complete each of the following:**
  - TAELLN411 Address adult language, literacy & numeracy skills
  - TAEASS401 Plan assessment activities and processes
  - TAEASS403 Participate in assessment validation
  - TAEASS502 Design and develop assessment tools
- Provide your transcript for or complete one of the TAE40116 elective units**

## New Credential Requirements for TAE40110:

Trainers and assessors who possess the TAE40110 qualification have until 1st April 2019 to meet the new credential requirements:

In addition to holding the TAE40110 Certificate IV in Training and Assessment, you will need to hold either one of the following:

- TAELLN411 Address adult language, literacy and numeracy skills
- TAELLN401A Address adult language, literacy and numeracy skills

Plus one of the following:

- TAEASS502 Design and develop assessment tools
- TAEASS502A Design and develop assessment tools
- TAEASS502B Design and develop assessment tools.

On completion of the above units you will receive a Statement of Attainment outlining those units you have successfully completed.

## Individual Unit Fee:

Number of units required	Price (\$)
1	350
2	500
3	750
4	900
5	1150



## Computer Courses

Whether you're a complete beginner in the world of technology, a time poor professional looking to upgrade your skills, or a keen small business owner curious about social media, SGSCC has a short computer course for you. Our experienced Trainers are passionate about helping you build your skills and provide you a personalised learning experience. SGSCC also offers the flexibility of daytime, evening and Saturday classes.



### ACCOUNTING

#### Accounting for Non Accountants - Understanding Financial Reports

This course is for people from non-financial backgrounds, helping you to understand and prepare financial reports, learn the basic principles of bookkeeping.

Fri starts 07 Dec, 9 am - 3 pm  
2 sessions **Jannali Centre**  
\$270\* **Sigrid Goerges**

#### MYOB Computerised Bookkeeping V19 - Great for Small Business

The ideal course for Small Business Owners. Set up a business on MYOB, customise the chart of accounts, enter invoices, purchases, cheques and deposits, petty cash, credit cards and bank reconciliations, set up inventory, track GST and produce a BAS report.

Fri starts 02 Nov, 9:30 am - 2:30 pm  
4 sessions **Jannali Centre**  
\$370\* **Sigrid Goerges**

#### Xero - Manage Your Business On The Go

Simplify your finances, turn the complicated into easy. Using Xero an online accounting software for small businesses you will learn how to streamline your business accounts, inventory management, and have total visibility of your accounts.

Fri starts 19 Oct, 9 am - 3 pm  
1 session **Jannali Centre**  
\$150\* **Sigrid Goerges**  
Tues starts 13 Nov, 6:30 pm - 9:30 pm  
2 sessions **Jannali Centre**  
\$150\* **Sigrid Goerges**  
Fri starts 30 Nov, 9 am - 3 pm  
1 session **Jannali Centre**  
\$150\* **Sigrid Goerges**

#### Xero Payroll

In this course you will learn about your payroll obligations, how to set up your payroll and to navigate the payroll dashboard. Enter payroll information, payroll calendars and pay items, add employee details, set up leave entitlements and process pay runs. Prepare payslips and the batch payment in Xero. Prepare end of year procedures including payment summaries.

Fri starts 26 Oct, 9 am - 3 pm  
1 session **Jannali Centre**  
\$150\* **Sigrid Goerges**  
Tues starts 27 Nov, 6:30 pm - 9:30 pm  
2 sessions **Jannali Centre**  
\$150\* **Sigrid Goerges**

### ADOBE

#### Adobe Illustrator CS6 - Create Vector Images

This vector graphics software will give you new creative freedom, letting you realise your ideas quickly and powerfully. Adobe Illustrator uses intelligent palettes and optimises workspaces, plus has tight integration with other software to produce extraordinary graphics for print, video, the web and mobile devices.

Wed starts 24 Oct, 6 pm - 9 pm  
4 sessions **Jannali Centre**  
\$280\* **Lynda Grasshopper**

#### Adobe InDesign CS6 - Create And Print Brochures

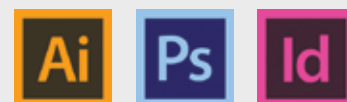
Learn to create posters, flyers, brochures, magazines, newspapers and books when integrated with Adobe Illustrator and Adobe Photoshop.

Sat starts 10 Nov, 9 am - 4 pm  
2 sessions **Jannali Centre**  
\$280\* **Lynda Grasshopper**

#### Adobe Photoshop CS6 - Create And Enhance Photos

Would you like to make your photos more exciting? Learn how to manipulate your photos to combine images, resize, rotate and blend photos with layers! This course is ideal for everybody, also photographers, graphic designers and web designers.

Sat starts 27 Oct, 9 am - 4 pm  
2 sessions **Jannali Centre**  
\$280\* **Lynda Grasshopper**



#### ADOBE CS6 BUNDLE

Enrol in Illustrator, Photoshop and InDesign and pay only \$650, saving you \$190.

(Flexible payment plan also available.)

Call 9528 3344 to enrol.



## COMPUTER & DEVICES 101

### Computer Basics Part 1

If you want to get an idea and gain basic knowledge of how to use a computer, then this course is for you. Our experienced tutor will explain everything step by step, so no prior knowledge is needed.

Thu starts 18 Oct, 9:30 am - 2:30 pm  
1 session  
**\$150\***

**Jannali Centre**  
**Carolyn Dann**

### Computer Basics Part 2

This course is the next step to understanding the basic operations of a computer, such as developing simple text documents in Microsoft Word, searching the internet and emailing in Microsoft Outlook.

Thu starts 25 Oct, 9:30 am - 2:30 pm  
1 session  
**\$150\***

**Jannali Centre**  
**Carolyn Dann**

### Tech Savvy Seniors - Apple iPad/iPhone Part 1 - Settings, Messages & Notes

Have you recently bought or been given an iPad or iPhone and don't know how to use it? Learn the basics and tips and tricks to using your iPad and iPhone.

Mon starts 19 Nov, 9:30 am - 12:30 pm  
1 session  
**\$45\***

**Jannali Centre**  
**Jonathan Waerner**

### Tech Savvy Seniors - Apple iPad/iPhone Part 2 - Mail & Camera

Continue your learning experience and enrol into our Part 2 - Mail, Editing & Camera class and learn about the Mail app and Camera app.

Mon starts 26 Nov, 9:30 am - 12:30 pm  
1 session  
**\$45\***

**Jannali Centre**  
**Jonathan Waerner**

### Tech Savvy Seniors - Apple iPad/iPhone Part 3 - Calendar, Contacts & App Store

Get really organised and learn how to use the Calendar, Contacts and App Store.

Mon starts 3 Dec, 9:30 am - 12:30 pm  
1 session  
**\$45\***

**Jannali Centre**  
**Jonathan Waerner**

### Tech Savvy Seniors - Photos from Camera to USB

Learn how to get your photos from your camera to your computer and then onto a USB drive. You must know how to use a computer to do this course. Please bring the cord for your camera or smartphone and also a USB.

Thu starts 08 Nov, 9:30 am - 12:30 pm  
1 session  
**\$45\***

**Jannali Centre**  
**Carolyn Dann**

### Tech Savvy Seniors - Samsung Smartphone - Master Your Samsung Phone (BYO Phone)

Do you have a Samsung Phone but only know the basics of how to use it. Join our short hands on course and learn the tips and tricks.

Wed starts 07 Nov, 9:30 am - 12:30 pm  
1 session  
**\$45\***

**Jannali Centre**  
**Carolyn Dann**

### Tech Savvy Seniors - Samsung Tablet - Master Your Samsung Tablet (BYO Tablet)

Learn the basics of how to use your Samsung Tablet. You will be looking at how to understand the operating system, camera (taking photos and videos), contacts (setting ringtones for each of your contacts) and the gallery. You must bring along your own Samsung Tablet device to play on.

Wed starts 14 Nov, 9:30 am - 12:30 pm  
1 session  
**\$45\***

**Jannali Centre**  
**Carolyn Dann**

### Tech Savvy Seniors - Windows 10 - Master Windows 10

Learn the basics of navigation including the task bar, start menu, recycle bin and more. Learn how to search and open programs, customise the tiles including moving, resizing, removing and adding tiles. You will also learn how to create shortcuts on the desktop

Wed starts 21 Nov, 9:30 am - 12:30 pm  
1 session  
**\$45\***

**Jannali Centre**  
**Carolyn Dann**

### Tech Savvy Seniors - eBay

Who doesn't want extra cash in their pocket? Learn how to buy and sell on eBay in this easy three hour course.

Mon starts 12 Nov, 9:30 am - 1:30 pm  
1 session  
**\$45\***

**Jannali Centre**  
**Carolyn Dann**

### Touch Typing for Adults

Are your typing skills slowing you down? Learn how to touch-type without looking down in the ergonomic way, making your typing faster and more accurate!

Mon starts 22 Oct, 7 pm - 9 pm  
6 sessions  
**\$250\***

**Jannali Centre**  
**Jennifer Nichols**



### TYPING SPEED TEST – LOOKING TO JOIN THE POLICE FORCE?

Complete a Typing Test that meets Australian Standard AS2708-2001. This test is applicable if you are required to obtain a keyboard skills certificate which meets the Australian Standard AS2708-2001 with a pass mark of 25 wpm and 98% accuracy.

To book an appointment (within office hours) please contact Rebecca on (02) 9528 3344 or email [rsimmer@sgscc.edu.au](mailto:rsimmer@sgscc.edu.au)

1 session \$75.

\* No Discounts



## E-MARKETING

### SEO Introduction - Search Engine Optimisation

**New COURSE!**

Make your website work harder for your business by learning optimisation strategies proven to improve your Google rank, generate more leads, sales and customers. In this hands-on course, you will analyse your own website and develop the skills required to out-perform your competition and convert more site visitors to customers. No website, no problem. One can be provided for use during training.

Thu starts 15 Nov, 9 am - 5 pm  
1 session **Jannali Centre**  
**\$349\*** **Alice Hamilton**

### SEO Advanced - Search Engine Optimisation

**New COURSE!**

Develop your existing SEO skills and give your website an extra edge over the competition. Discover how technologies used to build your website impact success and explore methods for improvement. Explore how link building, site speed, security and mobile optimisation, affect your site performance and explore Google Analytics to fine-tune your efforts.

Thu starts 13 Dec, 9 am - 5 pm  
1 session **Jannali Centre**  
**\$349\*** **Alice Hamilton**

### Social Media For Business - Market Your Business For Free

Develop a strategy around social media that will get customers engaged and generate leads for you business

**Google 'SGSCC Social Media' to view latest classes**

### WordPress Beginners - Create a Website

Why create your very own website using WordPress? Wordpress is easy to setup, manage, and update. Plugins also add complex business features to your website without having to hire a coder. Learn how to set up your website that is search engine friendly and mobile ready.

Thu starts 15 Nov, 9 am - 5 pm  
1 session **Jannali Centre**  
**Google 'SGSCC Wordpress' to view latest classes**

## MICROSOFT OFFICE

### Excel Essentials - Organise And Calculate Your Data

This course is designed for the complete Excel beginner who would like to learn to use this spreadsheet application. Learn to comfortably create, edit, print and chart data and formulas in workbooks and more.

Wed starts 17 Oct, 9:30 am - 2:30 pm  
1 session **Jannali Centre**  
**\$120\*** **Carolyn Dann**

### Excel Intermediate - Maintain Your Data

This course is designed for those who have completed Excel Essentials or have previous Excel knowledge. You will learn conditional formatting, work sheet, charting and chart text and formula techniques and more.

Wed starts 24 Oct, 9:30 am - 2:30 pm  
1 session **Jannali Centre**  
**\$120\*** **Carolyn Dann**

### Excel Advanced - Use Advanced Functions

A course for the competent excel user who would like to take their skills to the next level. Learn data linking, pivot tables, macros and more. You must have completed Excel Intermediate before attending Advanced.

Wed starts 31 Oct, 9:30 am - 2:30 pm  
1 session **Jannali Centre**  
**\$120\*** **Carolyn Dann**

## STARTING IN 2019

- Google Analytics
- MailChimp
- Website copy writing
- Marketing fundamentals

### Job Ready - Word, Excel, PowerPoint, Outlook

Knowing how to use Microsoft Office will help you get one step closer to getting that job you're after. Used by 90% of companies worldwide, it is in the top three skills desired by employers. Learn all aspects of MS Office, Excel, Word, PowerPoint and Outlook in our three day course.

Mon starts 22 Oct, 9:30 am - 2:30 pm  
3 sessions **Jannali Centre**  
**\$315\*** **Carolyn Dann**

### Word & Excel Essentials 2010 - Create Documents And Data

If you only need the basics of word processing and spreadsheets then this course is for you. This course covers the basics of how to use Microsoft Word 2010 and Microsoft Excel 2010.

Thu starts 22 Nov, 9:30 am - 2:30 pm  
2 sessions **Jannali Centre**  
**\$240\*** **Carolyn Dann**



## KIDS TECH – New School Holiday Program

October School Holidays SGSCC is offering a full day (8:30am - 5pm) Kids Tech Program in the October School Holidays.

Google "Kids Tech" to see the latest classes available or call Rebecca on 9528 3344 to discuss your options and/or to enrol.